



This form is used when a specific source (brand or vendor) is required and no other is available or acceptable. Please read the supplemental information on the instruction page before completing this form.

Select the Applicable Reason(s) for the Sole Source Purchase.

- Emergency or urgent purchase
- Purchase is required by grant or contract
- Uniqueness or exclusive capability or features
- Maintenance service or parts under contract
- Maintenance service or parts for integrity
- Compatibility or continuity with existing items
- Printing when vendor has rights to original
- Equipment rental due to availability
- Vendor selected after testing and evaluation
- Substantial and costly retraining required
- Item is used and was subject to prior sale
- Other compelling reason (explain)

Req No.:	Vendor:

Description of Goods or Services (including make and model):

Justification for Sole Source: (see information on the instruction page for requirements; attach additional sheets if needed)

Submitted by:		
We, the undersigned, certify the above to be true and correct to the best of our knowledge and that the undersigned have no financial interest in the above named vendor.		
Requestor/User: (print name)	Signature:	Date:
Authorized by: (print name)	Signature:	Date:
Chancellor/President/Vice Chancellor :	Signature:	Date:

Purchasing Approval:		
Approved by: (print name)	Signature:	Date:
Notes:		



Sole Source Purchase Request Form Information and Instructions

The College's purchasing procedures state that sole source purchases shall be avoided, except when no reasonable alternative sources exist. Purchasing procedures allow for purchases without competition if the Purchasing Director determines in writing that there is only one brand or source for the purchase. In such cases, a written determination of the basis for the sole source purchase must be included in the purchasing files. This form is provided in compliance with Purchasing Procedures covering the subjects of sole source purchasing, specifications and vendor selection. Under certain circumstances a written determination is required to justify a sole source purchase. Unless a sole source determination or an exception (contracts) is approved, normal College purchasing procedures require:

For Purchases Valued
From \$1,000 to \$2,500
From \$2,500 to \$15,000
In excess of \$15,000

Source Selection Method:
Quotations (documented verbal or written)
Quotations (formal/written)
Sealed bids

Any deviation from the above competitive practices requires written justification by the requestor, approvals by an authorizing supervisor and Chancellor, President, or Vice Chancellor and approval by the Purchasing Director. This must be done prior to commitment of an order. If you believe there is justification to request a sole supplier of a product or service, a specific brand name product, or a specific manufacturer in lieu of competitive sourcing, you must complete and sign this Sole Source Purchase Request form.

Justifications:

Sole source selection categories are outlined on the sole source form along with a section to explain in detail why the sole source reason is justified. Merely restating one of the listed reasons is insufficient. The justification must be fully explained and specific in order to provide a compelling basis for approving the sole source purchase. Convenience, custom and historical uses alone do not constitute justifications. In addition, the detailed justification must include the efforts made to come to the conclusion that this is the only practicable available source, material or service, and that the price is fair. Include information on other suppliers or service providers that were considered and why they are not acceptable. You should attach any documentation that will support the justification, efforts made and any other supporting information. Contact Purchasing with any questions before completing the form.

The Sole Source Purchase Request form must be signed by the requestor, an authorizing supervisor or Administrator and the responsible Campus President, Vice Chancellor, or the Chancellor.

Exceptions for when the Sole Source Purchase Request form is not required

Under certain circumstances a Sole Source Request form and written determination by the Purchasing Director are not required. The following situations do not require a sole source justification:

1. Purchases under the non-competitive threshold.
2. Business-related travel expenses.
3. Utilities.
4. Fees fixed by a governmental entity or professional organization.
5. Licenses or expenses associated with accreditation programs.
6. Advertising for legal notices, recruitments and other spot advertising.
7. Membership dues and subscriptions.
8. Services or particular products required for educational, training, experimental, developmental or research work where the services or products are unique and best serve the educational experience for which they are intended.
9. Goods or services competitively sourced under state contract, cooperative agreement or buying cooperative, when the particular contract or agreement is cited in the request and verified before the order is placed. The contract or agreement and number must be included on the Requisition.